



# Sprint 1 Planning Meeting



## Date

Fri, 15 March 2024

12.00pm- 4.00pm



## Participants

- Our team (Team Wombat)



## Goals

- To discuss and clarify user stories, decide on the technology stack, assign team roles, discuss the UI layout for prototypes, divide Sprint 1 documentation tasks, and plan for a follow-up meeting with the client to clarify ambiguous requirements.



## Discussion topics

Item	Presenter	Notes		
<b>Clarification of User Stories</b>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• Identified and addressed unclear aspects within the user stories to ensure a mutual understanding of project requirements and user needs.</li></ul>		
<b>Technology Stack Decision</b>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• <b>Frontend:</b> Decided on React for its efficiency in creating interactive UIs.</li><li>• <b>Backend:</b> Chose Spring Boot framework for robust backend development.</li></ul>		
<b>Team Roles and Responsibilities</b>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• Roles defined to utilize each team member's strengths:<ul style="list-style-type: none"><li>◦ <b>Qiuling:</b> Background description, client goals, motivation.</li><li>◦ <b>Xue and Yun:</b> Analysis of requirements and plan.</li><li>◦ <b>Jianzhi:</b> Prototyping and UI layout design.</li><li>◦ <b>Yuanwei:</b> Meeting documentation.</li><li>◦ <b>Qingyuan:</b> Development environment setup.</li></ul></li></ul>		
<b>UI Layout and Prototyping</b>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• Detailed discussion on UI layout to guide prototype creation.</li></ul>		
<b>Sprint 1 Document</b>	<ul style="list-style-type: none"><li>• All members</li></ul>	<ul style="list-style-type: none"><li>• Divided documentation tasks among team members to cover all initial project phases.</li></ul>		

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✔ Planned Actions and Next Steps

✔ Planning for Client Clarification Meeting

- ✔ **Compile Questions:** Prepare a comprehensive list of points requiring clarification.
- Assign Meeting Roles:** Designate roles for leading the discussion, note-taking, and specific queries presentation.
- Review and Practice:** Rehearse the presentation of questions to ensure clarity and professionalism during the client meeting.

- ✔ **Team Preparation:** Review compiled questions and rehearse for the client meeting.
- ✔ **Documentation Update:** Ready for immediate update based on client clarifications.

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📌 Additional Considerations

- ✔ **Additional Resources:** Additional resources and templates for client communication and project management will be shared on the Confluence page. This aims to support the team in maintaining effective communication and organization throughout the project.
- ✔ **Team Collaboration:** Team members are encouraged to regularly contribute ideas and updates to the Confluence page and participate actively in Slack channels. This ongoing collaboration is crucial for the success of the project and ensuring all team members are aligned with the project goals and progress.
- ✔ **Upcoming Client Meeting:** The team has identified the need for a meeting with the client in the second week to clarify unclear requirements. This is a critical step for ensuring the project accurately reflects the client's needs and expectations.